

JOB OPENING

**ENERGY & GENERAL ASSISTANCE PROGRAM
ADMINISTRATIVE ASSISTANT
LAC COURTE OREILLES TRIBAL ADMINISTRATION BUILDING**

POSTING DATE: September 1, 2015

CLOSING DATE: September 15, 2015

SALARY: Negotiable (D.O.Q. & continued funding)

LOCATION: Lac Courte Oreilles Tribal Administration Building

SUPERVISION: Energy Assistance/General Assistance Director

DEPARTMENT: Energy Assistance/General Assistance

ADMINISTRATION: Lac Courte Oreilles Tribal Government Personal Policies & Procedures

SUMMARY: Provide administrative duties for Economic Support Programs as requested by the Energy Assistance/General Assistance Director for program day to day operations.

QUALIFICATIONS:

- Mature Adult. Tribal Preference Applies.
- High School Diploma or equivalent.
- Effective oral and written communication skills are required.
- Must have secretarial skills and strong interpersonal skills.
- Must adhere to strict confidentiality. Will be required to sign a Confidentiality Statement upon hire.
- Must be dependable, reliable, accurate and self-assertive.
- Accountable to the Energy Assistance & General Assistance Director.
- Must possess excellent organizational skills and manage priorities effectively.
- Knowledgeable to Microsoft Office programs (Word, Outlook & Excel) and other data bases to input data.
- Must have the ability to work alone and as a Team Member.
- Must possess a valid driver's license, State of WI required minimum liability insurance and reliable transportation.

RESPONSIBILITIES AND DUTIES:

- Provides information about the Energy Assistance & General Assistance Programs, and Income Maintenance.
- Assist Director in day to day administration of Programs.
- Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs effectively.
- Answer incoming telephone calls and emails; documenting each appropriately.

- Greet and direct clients/visitors to the appropriate staff in a professional and respectable manner.
- Schedule and coordinate meetings, conference and travel arrangements as required.
- Attend out of town travel for meetings, trainings and conferences.
- Scan and file documents; organize files appropriately as needed.
- Maintain all incoming/outgoing mail.
- Maintain supplies and order as needed.
- Type memo's, documents and forms as requested.
- Schedule appointments for clients and personnel.
- Process accounts payable vouchers as requested.
- Other duties as assigned by Director.

Application Procedure:

Submit complete LCO Employment Application, resume, at least three (3) personal letters of references, and any other supportive documents. Resume should be type written, indicating personal information related to position for which applicant is applying, education, experience, professional and/or community involvement and availability.

Mail or submit information to:

Lac Courte Oreilles Tribal Government
ATTN: LCO Human Resources Department
13394W Trepania Road
Hayward, WI 54843

Tribal Preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.